United Nations ST/IC/2000/72

Secretariat

22 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2001 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2001 at Headquarters, following consultation with the staff representatives, have been designated as follows:

1 January	New Year's Day
19 February	Presidents' Day
5 March	Eid Al-Adha
13 April	Good Friday
28 May	Memorial Day
4 July	Independence Day
3 September	Labour Day
22 November	Thanksgiving Day
17 December	Eid Al-Fitr observance
25 December	Christmas Day

* Expiration date of the present information circular: 31 December 2001.

00-65391 (E) 260900

United Nations ST/IC/2000/73

Secretariat

25 September 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Competitive examination for promotion to the Professional category of staff members from other categories****

1. The purpose of this circular is to inform staff members in the General Service and related categories in the Secretariat that the issues raised by the reference to equitable geographical distribution in section V, paragraph 22, of General Assembly resolution 53/221 in respect of the competitive examination for promotion to the Professional category of staff members from other categories have not yet been resolved.

2. The matter will again be placed before the General Assembly at its fifty-fifth session. Pending conclusion of these deliberations, the Office of Human Resources Management regrets that it is not in a position at this time to announce a competitive examination for promotion to the Professional category for 2001.

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* The present information circular will be in effect until further notice.
** *Personnel Manual* index No. 4363.

00-65685 (E) 270900

United Nations ST/IC/2000/74

Secretariat

27 September 2000

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue, 6 October 2000: "World Heritage — Spain" Stamps and prestige booklets**

Commemorative stamps

1. On Friday, 6 October 2000, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "World Heritage — Spain".

2. This is the sixth United Nations stamp issue to illustrate World Heritage sites. It is the fourth in a series of stamps and prestige booklets focusing on either one specific World Heritage site or a group of World Heritage sites in one geographical location. The issuance of these stamps coincides with a stamp show and exhibition "Espana 2000" to be held in Madrid.

* Expiration date of the present information circular: 16 October 2000.

00-66126 (E) 021000

3. The stamps, in denominations of 33 cents, 60 cents, Sw F 1.00, Sw F 1.20, S 4.50/€ 0.33 and S 6.50/€ 0.47, were designed by Robert Stein (United Nations).

(United States equivalents — Sw F 1.00: $0.60; Sw F 1.20: $0.72; S 4.50/€ 0.33: $0.31 and S 6.50/€ 0.47: $0.44 subject to exchange rate fluctuation.)

Prestige booklets

4. Also on 6 October 2000, the United Nations Postal Administration will issue its fifth set of prestige booklets. The three booklets have a common design and each contains a total of 24 mint stamps in either United States, Swiss or Austrian denominations, based on the designs of the six commemorative stamps on the theme "World Heritage — Spain" in each booklet. The booklets are priced at $2.40, Sw F 3.60 and S 36.

(United States equivalents — Sw F 3.60: $2.16 and S 36: $2.45 subject to exchange rate fluctuation.)

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Friday, 6 October 2000, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby, from 9 a.m. to 4.30 p.m.

6. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.

7. Information on United Nations stamps can be accessed on the Internet at www.un.org/Depts/UNPA.

United Nations ST/IC/2000/75

Secretariat

27 September 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Index to the Staff Regulations and Rules**

1. The purpose of the present circular is to share with staff members the subject index to the Staff Regulations and Rules of the United Nations, which was prepared in response to a request of the General Assembly in its resolution 53/221 of 7 April 1999.

2. The index is set out in the annex to the present circular.

* The present circular will be in effect until further notice.

00-66211 (E) 171000

Annex

Subject index to the Staff Regulations and the 100 series of the Staff Rules

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United Nations ST/IC/2000/76

Secretariat

4 October 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 Field Service promotions**

1. The Secretary-General, having considered the recommendations of the 2000 Field Service Promotion Review Panel, has approved the following promotions for staff members in the Field Service category and mission appointees at the Field Service level.

Field Service category:

To FS-7
Ms. Mary Margaret **Dellar**
Mr. Pekka **Niinikoski**
Mr. Daniel **Quirke**

To FS-6
Mr. Charles **Atebawone**
Mr. Samuel **Baidoo**
Mr. Michael **Brown**
Mr. Pedro **Burgos**
Mr. Keith **Cole**
Mr. Maximo **Gallardo**
Mr. Michael **Onyekpe**
Mr. John **Richards**
Mr. Wolfgang **Weiszegger**

To FS-5
Mr. Gilbert **Akor**
Mr. Keith **Burkinshaw**
Mr. Osbourne **Cunningham**
Ms. Margaret **Dahlo**
Mr. Cyril **Davis**
Mr. Andrew **Dick**
Mr. Peter **De Vlugt**
Mr. Alan **Doyle**
Mr. Hector **Jimenez**
Mr. Derek **Kissoon**
Mr. Garfield **Lyle**
Mr. Abraham **Misoi**
Mr. William **Mullan**
Mr. Francis **Mwangi**
Mr. Percy **Newland**
Mr. Lawi **Ooko**
Mr. Stefan **Petersson**
Mr. Roland **Ramrattan**
Mr. Laurence **Scutts**
Ms. Lolita **Villareal**
Mr. Klaus **Zillner**

* Expiration date of the present information circular: 31 December 2000.

00-67348 (E) 091000

To FS-4

Mr. Johan **Blomqvist**
Mr. Prasit **Bootwong**
Mr. Thadeus **Boyle**
Mr. James **Butler**
Mr. Agapito **Deroca**
Mr. Phillip **Gayle**
Mr. Andrew **Gopaul**
Mr. Jukka **Juvonen**
Mr. Robert **Lamptey**
Mr. Ari **Martilla**
Mr. Subbiah **Palraj**
Mr. Thorvaldur **Stefansson**
Mr. Paramjeet **Walia**

Mission appointees at the Field Service level:

To FSL-5

Mr. Abdul **Aziz**
Mr. Ronny **Wahl**

To FSL-4

Mr. George **Doody**
Mr. Ventje **Muntu-Untu**

To FSL-3

Mr. Idris **Haroun**

United Nations ST/IC/2000/77

Secretariat

16 October 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 7 November 2000, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 8 November 2000.

00-69180 (E) 181000

United Nations ST/IC/2000/78

Secretariat

16 October 2000

Information circular•

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which relates to staff in the Professional category and above, is issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, that is, promotions become effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in September 2000.

• Expiration date of the present information circular: 31 December 2000.

00-69263 (E) 251000

Annex

Placement and promotion
1 to 30 September 2000

Name	*Gender*	*Releasing Department Office*	*Receiving Department Office*	*Post level*	*Vacancy number*
Promotion					
Alzouma, Fatima Michele	F	EOSG	EOSG	P-3	*
Griffith, Peter	M	ESCWA	DPKO	P-3	00-D-DPK-001219-I-NY
Kostova, Bissera	F	DPI	DPI	P-3	00-I-DPI-001083-I-NY
Ortuzar, Marcelo	M	ECLAC	ECLAC	P-3	00-F-ECL-00X219-I-SC
Petric, Ana Maria	F	ECLAC	ECLAC	P-3	00-A-ECL-00X228-I-SC
Salazar, Carolina**	F	UNOG	DPKO	P-3	00-F-DPK-001021-I-NY
Amdur, Richard	M	EOSG	EOSG	P-4	*
Cherniavsky, Sergei***	M	DGAACS	DGAACS	P-4	00-P-DGA-001119-I-NY
Jia, Yunqi**	M	DGAACS	DGAACS	P-4	00-T-DGA-001000-I-NY
Lohan, Elke	F	DGAACS	DGAACS	P-4	00-T-DGA-001136-I-NY
Santander Castro, Julia	F	DESA	DESA	P-4	00-M-ESA-001079-I-NY
Trojanovic, Milan***	M	DPKO	DPKO	P-4	00-Z-DPK-000875-E-NY
Zhan, Xiaoning	M	UNCTAD	UNCTAD	P-4	00-E-TAD-400236-I-GE
Ziai, Fatemeh	F	EOSG	EOSG	P-4	*
Bruni, Alessio	M	OHCHR	OHCHR	P-5	99-L-CHR-720-GE
Clarance, Suzanne	F	UNOG	UNOG	P-5	00-T-UNG-00X208-I-GE
Dissin, Lena	F	EOSG	EOSG	P-5	*
Macario, Carla	F	ECLAC	ECLAC	P-5	00-E-ECL-00XA37-E-SC
Muller, Norberto	M	DGAACS	DGAACS	P-5	00-T-DGA-000991-I-NY
Ostensson, Olle	M	UNCTAD	UNCTAD	P-5	99-A-TAD-00XA68-E-GE
Adam, John	M	DGAACS	DGAACS	D-1	00-T-DGA-000992-E-NY
Placement					
Bat-Erdene, Ayuush	M	DDA	OHCHR	P-3	00-L-CHR-400274-I-GE
Amer, Janette	F	OLA	DESA	P-4	00-L-ESA-000936-I-NY
Ljunggren, Maria Charlotta***	F	ECE	DPKO	P-4	00-D-DPK-000826-I-NY
Kruss, Phillip***	M	ECA	UNOV	P-5	99-X-UNV-00XA56-E-VI

* The Secretary-General approved the promotion in accordance with General Assembly resolution 51/226.

** Alternate candidates approved by the Secretary-General in August and September 2000 in accordance with the provisions of ST/AI/1999/8.

*** The Secretary-General approved a list of alternate candidates proposed by the department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of the department.

United Nations ST/IC/2000/79

Secretariat

16 October 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which relates to staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, that is, promotions become effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in September 2000.

* Expiration date of the present information circular: 31 December 2000.

00-69265 (E) 251000

Annex

Placement and promotion
1 to 30 September 2000

Name	*Gender*	*Releasing Department Office*	*Receiving Department Office*	*Post level*	*Vacancy number*
Promotion					
Da Silva, Armando	M	DPI	DPI	G-5	00-G-DPI-1093-G5
Gomez, Rolando	M	DPI	DPI	G-5	00-G-DPI-961-G5
Haile, Elisabeth	F	DESA	DESA	G-5	*
Leander, Genet	F	DPKO	DPKO	G-5	99-G-DPK-733-G5
Najjarian, Houry	F	DPI	DPI	G-5	00-G-DPI-1093-G5
Purino, Elvira	F	DPA	DPA	G-5	*
Rezaba, Celso	M	DPI	DPI	G-5	*
Bejasa, Menchu	F	DM/OHRM	DM/OHRM	G-6	*
Candusso, Guy	M	DM/OHRM	DM/OHRM	G-5	*
Perodin, Pierre	M	DPI	DPI	G-6	00-G-DPI-1198-G6
Woldemariam, Etagegenehu	F	DM/OHRM	DM/OHRM	G-6	*

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

United Nations ST/IC/2000/80

Secretariat

18 October 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **United Nations garage: Chairman of the Garage Review Board**

Upon the recommendation of the Joint Advisory Committee, the Secretary-General has approved the appointment of Anton Bronner as Chairman of the Garage Review Board, with effect from 1 November 2000, to replace Venketchalam Krishnan.

* The present circular will be in effect until further notice.

00-69704 (E) 251000